



Protection of Biometric
Information Policy

1. Contents

2.	Version control.....	3
3.	Statement of intent.....	4
4.	Legal framework	4
5.	Definitions.....	4
6.	Roles and responsibilities	5
7.	Data protection principles	5
8.	Data protection impact assessments (DPIAs)	6
9.	Notification and consent.....	6
10.	Alternative arrangements	8
11.	Data retention	8
12.	Breaches	8
13.	Monitoring and review.....	9

2. Version control

Date	Version	Revision	Owner
05/01/2021	1.0	New Policy Document	Future Generation Trust Policy Team
13/03/2023	2.0	Scheduled policy review	Future Generation Trust Policy Team

3. Statement of intent

Future Generation Trust is committed to protecting the personal data of all its pupils and staff. This includes any biometric data that we may collect and process currently or in the future.

All biometric data will be collected and processed in accordance with relevant legislation and guidance to ensure the data and the rights of individuals are protected. This policy outlines the procedure the Trust will follow when collecting and processing biometric data.

4. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Protection of Freedoms Act 2012
- Data Protection Act 2018 and The UK General Data Protection Regulation (GDPR)
- DfE (2022) 'Protection of biometric information of children in schools and colleges'

This policy operates in conjunction with the following Trust policies:

- Data Breach Notification Policy
- Data Protection Policy
- Network and IT Security Policy
- Records Management Policy

5. Definitions

Biometric data: Personal information about an individual's physical or behavioural characteristics that can be used to identify that person, including their fingerprints, facial shape, retina and iris patterns, and hand measurements.

Automated biometric recognition system: A system which measures an individual's physical or behavioural characteristics by using equipment that operates 'automatically' (i.e. electronically). Information from the individual is automatically compared with biometric information stored in the system to see if there is a match in order to recognise or identify the individual.

Processing biometric data: Processing biometric data includes obtaining, recording or holding the data or carrying out any operation on the data including disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:

- Recording pupils' biometric data, e.g. taking measurements from a fingerprint via a fingerprint scanner.
- Storing pupils' biometric information on a database.
- Using pupils' biometric data as part of an electronic process, e.g. by comparing it with biometric information stored on a database to identify or recognise pupils.

Special category data: Personal data which the UK GDPR says is more sensitive, and so needs more protection – where biometric data is used for identification purposes, it is considered special category data.

6. Roles and responsibilities

The Trust Board is responsible for reviewing this policy on an annual basis.

The Headteacher is responsible for ensuring the provisions in this policy are implemented consistently.

The Data Protection Officer (DPO) is responsible for:

- Monitoring compliance with data protection legislation in relation to the use of biometric data.
- Identifying the additional risks associated with using automated biometric technology by conducting a data protection impact assessment (DPIA).
- Being the first point of contact for the Information Commissioner's Office (ICO).

Details of the trust's DPO can be found in the trust's **Data Protection Policy**.

7. Data protection principles

The Trust processes all personal data, including biometric data, in accordance with the key principles set out in the UK GDPR.

Each academy will ensure that biometric data is:

- Processed lawfully, fairly and in a transparent manner.
- Only collected for specified, explicit and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date, and that reasonable steps are taken to ensure inaccurate information is rectified or erased.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

As the data controller, the Trust is responsible for being able to demonstrate its compliance with the provisions outlined above.

8. Data protection impact assessments (DPIAs)

Prior to processing biometric data or implementing a system that involves processing biometric data, a data protection impact assessment will be carried out. Additional information may be found in the Trust's **Data Protection Policy**.

The DPO will oversee and monitor the process of carrying out the DPIA.

The DPIA will:

- Describe the nature, scope, context and purposes of the processing.
- Assess necessity, proportionality and compliance measures.
- Identify and assess risks to individuals.
- Identify any additional measures to mitigate those risks.

When assessing levels of risk, the likelihood and the severity of any impact on individuals will be considered.

Future Generation Trust have developed a template document which ensures that all relevant matters are considered.

If a high risk is identified that cannot be mitigated, the DPO will consult the ICO before any processing of the biometric data begins.

The ICO will provide the Trust with a written response (within eight weeks or 14 weeks in complex cases) advising whether the risks are acceptable, or whether the Trust needs to take further action. In some cases, the ICO may advise the Trust to **not** carry out the processing.

In all cases Future Generation Trust will adhere to any advice from the ICO.

9. Notification and consent

Future Generation Trust acknowledge their obligation to obtain consent for the processing of biometric information of children under the age of 18 as imposed by Section 26 of the Protection of Freedoms Act 2012.

Where the Trust uses pupils' biometric data as part of an automated biometric recognition system (e.g. using pupils' fingerprints to receive school dinners instead of paying with cash), the academy will comply with the requirements of the Protection of Freedoms Act 2012. Prior to any biometric recognition system being put in place or processing a pupil's biometric data, the academy will consult with parents and seek the necessary written consent.

Written consent will be sought from at least one parent of the pupil before the academy collects or uses a pupil's biometric data.

The name and contact details of the pupil's parents will be taken from the academy's admissions register.

Where the name of only one parent is included on the admissions register, the Headteacher will consider whether any reasonable steps can or should be taken to ascertain the details of the other parent.

The academy does not need to notify a particular parent or seek their consent if it is satisfied that:

- The parent cannot be found, e.g. their whereabouts or identity is not known.
- The parent lacks the mental capacity to object or consent.
- The welfare of the pupil requires that a particular parent is not contacted, e.g. where a pupil has been separated from an abusive parent who must not be informed of the pupil's whereabouts.
- It is otherwise not reasonably practicable for a particular parent to be notified or for their consent to be obtained.

Where neither parent/carer of a pupil can be notified for any of the reasons set out above, consent will be sought from the following individuals or agencies as appropriate:

- If a pupil is being 'looked after' by the LA or is accommodated or maintained by a voluntary organisation, the LA or voluntary organisation will be notified and their written consent obtained.
- If the above does not apply, then notification will be sent to all those caring for the pupil and written consent will be obtained from at least one carer before the pupil's biometric data can be processed.

Notification sent to parents and other appropriate individuals or agencies will include information regarding the following:

- Details about the type of biometric information to be taken
- How the data will be used
- The parent's/carers and the pupil's right to refuse or withdraw their consent
- The academy's duty to provide reasonable alternative arrangements for those pupils whose information cannot be processed

The academy will not process the biometric data of a pupil under the age of 18 in the following circumstances:

- The pupil (verbally or non-verbally) objects or refuses to participate in the processing of their biometric data
- No parent or carer has consented in writing to the processing
- A parent has objected in writing to such processing, even if another parent has given written consent

Parents/carers and pupils can object to participation in the academy's biometric system(s) or withdraw their consent at any time. Where this happens, any biometric data relating to the pupil that has already been captured will be deleted.

If a pupil objects or refuses to participate, or to continue to participate, in activities that involve the processing of their biometric data, the academy will ensure that the pupil's biometric data is not taken or used as part of a biometric recognition system, irrespective of any consent given by the pupil's parent(s).

Pupils will be informed that they can object or refuse to allow their biometric data to be collected and used.

Where staff members or other adults use the academy's biometric system(s), consent will be obtained from them before they use the system.

Staff and other adults can object to taking part in the academy's biometric system(s) and can withdraw their consent at any time. Where this happens, any biometric data relating to the individual that has already been captured will be deleted.

Alternative arrangements will be provided to any individual that does not consent to take part in the academy's biometric system(s), in line with section 10 of this policy.

10. Alternative arrangements

Parents/carers, pupils, staff members and other relevant adults have the right to not take part in the academy's biometric system(s).

Where an individual objects to taking part in the academy's biometric system(s), reasonable alternative arrangements will be provided that allow the individual to access the relevant service, e.g. where a biometric system uses pupil's fingerprints to pay for school meals, the pupil will be able to use an alternative method to allow for the transaction to take place.

Alternative arrangements will not put the individual at any disadvantage or create difficulty in accessing the relevant service, or result in any additional burden being placed on the individual (and the pupil's parents/carers, where relevant).

11. Data retention

Biometric data will be managed and retained in line with the Trust's **Records Management Policy**.

The academy will only store and process biometric information for the purpose for which it was originally obtained and consent provided.

If an individual (or a pupil's parent/carer, where relevant) withdraws their consent for their/their child's biometric data to be processed, it will be erased from the academy's system.

12. Breaches

There are appropriate and robust security measures in place to protect the biometric data held by the Trust. These measures are detailed in the Trust's **Network and IT Security Policy**.

Any breach to the academy's biometric system(s) will be dealt with in accordance with the Trust's **Data Breach Notification Policy**.

13. Monitoring and review

The Future Generation Trust Board has overall responsibility for this policy and for reviewing its implementation and effectiveness. This policy will be reviewed every two years..

Policy adopted on: 30 March 2023

Review Date: March 2025

Signed: Fliss Dale **Designation:** Chair of Trust Board